

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM: Bonnie Stafiej, Special Projects Director at 797-1163.

SUBJECT: Resolution

AFFECTED DISTRICT: DISTRICT 3

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO A USE PERMIT WITH THE BROWARD COUNTY, PARKS AND RECREATION DIVISION

REPORT IN BRIEF: This is the 20th Annual Take A Kid Fishing tournament for children ages 5-12 years of age. The event will be held at Tree Tops Park on June 7, 2003. Registration cost for each angler is \$7.00. Prizes will be awarded for longest catch, most fish caught, and first catch of the day. Each child will receive a t-shirt when they register. Prizes are sponsored by Bass Pro Shops, of Dania and Wall Mart of Pembroke Pines. For the past three years, the volunteer lake side judges were the Everglades Bass Anglers Club. Other volunteers such as the Davie Explorers, Boy Scouts and residents will also help with this event.

PREVIOUS ACTIONS: The Town has held this tournament for the past 19 years. The last tournament attracted over 1,550 anglers and their families.

CONCURRENCES: not applicable

FISCAL IMPACT: This tournament is budgeted and will cost the Town \$2,500.00 for worms, hats and a lunch for each angler.

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution
Use Permit Attachments 13 pages

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO A USE PERMIT WITH THE BROWARD COUNTY, PARKS AND RECREATION DIVISION

WHEREAS, the Town of Davie is desirous of sponsoring cultural and recreational events for the benefit of the public; and

WHEREAS, the Town of Davie is sponsoring the 20th Annual Take-A-Kid Fishing Rodeo, Saturday, June 7, 2003, at a site known as Tree Tops Park.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA

Section 1. The Town Council of the Town of Davie does hereby authorize the Mayor to enter into a Use Permit with Broward County Commissioners, Broward County, Florida, Parks and Recreation Division, attached hereto as Exhibit "A".

Section 2. That this resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003

MAYOR/COUNCIL MEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003

U - J

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
3.A	N/A		Provide staff to manage the collection of event gate fees.
3.B			Provide for staff recruitment and management at the event

SPECIFIC USE PERMIT # 4272 ADDENDUM Page 2 of 9

Non-Profit Organization: Town of Davie
 Name of Event: 20th Annual Take-A-Kid Fishing Rodeo Event Date(s) June 7, 2003

Section 4: Concession - Alcohol

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Serving of Alcoholic Beverages Regulations</u> Prohibited for all events involving youth groups [21 years of age and under].
4.A	N/A		<u>Beer and Wine Beverage Sales with Florida Permit Only:</u> Provide copy of approved State of Florida Approved Permit for the event to Broward County Parks and Recreation Division by _____ (date)
4.B	N/A		<u>Proof of Insurance :</u> Provide Broward County Parks and Recreation Division with a Certificate of Liability Insurance for serving alcoholic beverages at the special event identified in this Permit Limits: \$ _____ Alcohol Beverage Vendors (# _____) <u>DO NOT INCLUDE: Broward County Board of County Commissioners as Additional Insured</u>
4.C	N/A		Written approval of Permit and proof of Liability Policy by Broward County Risk Management Division by _____ (date)
4.D	N/A		<u>Requirements:</u> 1. Provide Broward County Parks and Recreation Division with a list of dates and times of the day that alcohol will be served. 2. Provide event staff who are properly trained to serve alcohol. 3. Post signs to notify the public of the proper legal age identification requirement - AH Persons Must Be 21 years Of Age To Purchase and (or) Consume Alcoholic Beverages At This Event. 4. Refuse alcohol service to individuals who appear intoxicated. 5. Post signs to notify the public - Limit Per Serving - Two (2) Drinks Per Person 6. Cease all sales of alcohol 1 hour before the official end of event.

Section 5: Concession - Sound Levels

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Nuisance Noise, Music and Sound Requirements</u>
5.A	06-07-03	NP	All noise, music and sound must be kept to an acceptable level that does not jeopardize the health, welfare or safety or degrade the quality of life of park users and the community. An acceptable level of public noise, music and sound will be determined by the Broward County Parks and Recreation Division Director or designee.
5.B	N/A		Amplified music and sound at the special event is prohibited except with written permission of Broward County Parks and Recreation Division Director or designee. Written request for exemption from this regulation by _____ (date)

SPECIFIC USE PERMIT # 4272	ADDENDUM	Page 3 of 9
Non-Profit Organization: Town of Davie		
Name of Event: 20th Annual Take-A-Kid Fishing Rodeo	Event Date(s) June 7, 2003	

Section 6: Concession - Vendors

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Vendor Requirements</u>
6.A	N/A		Advise the Broward County Parks and Recreation Division of any product, food and/or beverage vendors prior to contracting. Provide a list of all products, food and beverages to be sold to ensure that there are no violations of Broward County policies.
6.B	N/A		Provide Broward County Parks and Recreation Division with a copy of all written agreements with for-profit and not-for-profit organizations and individuals that are affiliated with products, food and beverages to be provided under this permit by: _____ (date)
6.C	N/A		Provide Broward County Parks and Recreation Division with proof of Liability Policy Coverage [See Section 2: Insurance] for product, food and beverage service.
6.D	N/A		Provide Broward County Parks and Recreation Division with written documentation assuring vendor compliance with all Federal, State, Broward County Health Department requirements for the distribution of product, food and other consumables by _____ (date)
6.E	06-07-03	NP - non-profit - Town of Davie only	Provide vendor staff to operate all event product, food and/or beverage concessions, except for Broward County Parks and Recreation Division concession sites.
6.F	06-07-03	NP	Provide for management staff to vendor site set-up, operation during the special event, and break-down.
6.G	06-07-03	NP	Ensure for vendor clean-up of trash within the vendors' sites and parking areas, before, during, and after the event.

Section 7: Concession - Program

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Program and Entertainment Requirements</u>
7.A	If contract - not expected	NP	Advise Broward County Parks and Recreation Division of the names of professional programs and entertainment prior contracting with them to ensure no violations of Broward County policies.
7.B	N/A		Provide Broward County Parks and Recreation Division with a copy of all sub-contracts with for-profit/not-for-profit entertainment groups and individuals under this permit by: _____ (date) Ensure payment for all sub-contracts relating to this permit.
7.C	03-21-03	NP	Provide Broward County Parks and Recreation Division with a final schedule of event program/entertainment by 06-01-03 _____ (date)
7.D	06-07-03	NP	Ensure compliance with all professional entertainment permitting, licensing and royalty (i.e., ASCAP, BMI, etc.) regulations. Ensure compliance with all Broward County policies regarding program and

SPECIFIC USE PERMIT # 4272	ADDENDUM	Page 4 of 9
Non-Profit Organization: Town of Davie		
Name of Event: 20th Annual Take-A-Kid Fishing Rodeo	Event Date(s) June 7, 2003	

Section 8: Special Event Site Plan

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u> Event organizers will have access only to the designated event areas identified in the site plan - prior to, during and after the event.
8.A	03-26-03	NP/BC	Provide Broward County Parks and Recreation Division with a <u>Special Event Site Plan</u> indicating the exact layout and location of all activities - entertainment, vendor tents and booths, restrooms, 1st Aid, parking, staff/volunteers check-in. Include how, where, and by what means, persons with disabilities will have equal access to the event activities to be provided (see Section 9: Accessibility Site Plan) Provide by: 04-01-03 (date) This plan becomes part of the Specific Use Permit.
8.B	06-01-03	NP	Provide Broward County Parks and Recreation Division with a schedule of event set-up, operations, and break-down dates and times by 06-01-03 (date)
8.C	06-07-03	NP	Provide signs and banners to direct participants to parking area(s), program/vendor areas, and others specific to this event (i.e. portable toilets, first aid, transportation, accessible route/facilities). (describe)
8.D	06-07-03	NP	Provide barricades for event crowd control. (describe) cones and barricades as needed for area and parking.

Section 9: Accessibility Site Plan

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
9.A	ongoing	NP	Agree to comply with Title I and Title 11 of the Americans with Disabilities Act regarding non-discrimination on the basis of disability in employment and in state and local government services, in the course of providing any services funded in whole, or in part, by Broward County.
9.B	ongoing, per map	NP	Provide an <u>Accessibility Site Plan</u> specifically addressing compliance, circulation routes, access paths, parking, portable toilets, directional signs, access signs, etc. by 06-01-03 (date) This plan becomes part of the Specific use Permit.

Section 10: Animal Exhibits Site Plan

Attachment(s) Required

	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
10.A	N/A		Provide <u>Animal Exhibit Site Plan</u> by: (date) This plan becomes part of the Specific Use Permit.
10.B	on signing	NP	Agree Florida Fish and Wildlife Conservation Commission wildlife

SPECIFIC USE PERMIT # <u>4272</u>	ADDENDUM	Page 5 of 9
Non-Profit Organization: <u>Town of Davie</u>		
Name of Event: <u>20th Annual Take-A-Kid Fishing Rodeo</u>	Event Date(s) <u>June 7, 2003</u>	

Section 11: Emergency Medical Services Plan			Attachment(s) Required
	<u>Date Complete</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
11.A	N/A		Provide an Emergency Medical Services Plan to Broward County Parks and Recreation Division by _____ (date) This plan becomes part of the Specific Use Permit.
11.B	06-07-03	NP	Provide an Emergency First Aide Center during the event.
11.C	N/A		Provide for Emergency Medical Services personnel throughout event. # _____ determined by _____ (city/county jurisdiction)
11.D	N/A - use normal roadways/ paths		Provide <u>Emergency Vehicle Access Plan</u> by _____ (date) 1. Identify specific site and staffing of public first aid location. 2. Identify emergency vehicle access/egress route (s). This plan becomes part of the Specific Use Permit.

Section 12: Public/Portable Toilet Site Plan			Attachment(s) Required
	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u>
12.A	06-07-03, if needed.	NP	Provide adequate public portable toilet facilities for the event: # 1 per 500 ppl determined by <u>Town of Davie</u> (city/county jurisdiction) and the Broward County Public Health Department.
12.B	03-26-03	NP on map	Provide <u>Public/Portable Toilet Site Plan</u> by _____ (date) including facilities, location, and access by persons with disabilities. This becomes part of the Specific Use Permit.
12.C	N/A		Provide Broward County Parks and Recreation Division with written proof of payment for public/portable toilets (date)

Section 13: Public Relations & Communications			Attachment(s) Required
	<u>Date Completed</u>	<u>Responsibility</u> NP (Non-Profit) BC (County)	<u>Requirements</u> * No event publicity prior to full approval of this Specific Use Permit. * Attach copies of all event publicity documents.
13.A	06-07-03	NP	Identify Broward County Parks and Recreation Division as Co-Sponsor / Host in all event advertising/public relations efforts.
13.B	until 06-07-03	NP	Provide Broward County Parks and Recreation Division Marketing Section (Contact Maria Rosa Higgins at 954-367-81 1 5) with all special event public relations materials for review prior to release.
13.C	until 06-07-03	NP	Include Broward County Logo in all visual publicity and public relations written materials (including programs, posters, and flyers, etc), web advertisements, TV, PSAs, and other visual promotions.
	06-07-03	NP	On-air radio/TV PSAs must identify Broward County Parks and Recreation Division as Co-Sponsor / Host.
13.D	06-07-03	NP	Provide public notice of additional Broward County Commission fee: Regular weekend and holiday park admission fee of \$ 1. 00 per person, with free admission for children 5 years old and under.
13.E	06-07-03	NP	Provide public notice in all event publicity: No coolers or glass bottles will be permitted into the event area by anyone.
13.F	06-07-03	NP	Provide public notice for all to be respectful stewards of public park lands, facilities, plants, wildlife, and natural open areas, and to be prepared to respond to unanticipated adverse weather conditions.
13.G	06-07-03	NP	Provide effective communications between park management staff and special event staff . Provide park management prior to the event with a hand-held radio event channel to use during event hours.

Non-Profit Organization: Town of Davie

Name of Event:

Event Date(s) June 7, 2003**Section 17: Non-Profit Organization Responsibilities**

17.A Provide the entire program for this event including personnel, materials, and supplies. Davie personnel will be responsible for set-up, operations, and clean-up.

17.B Provide appropriate personnel to direct parking for this event. Parking plan must be approved, in advance, by the Park Manager II or Designee

17.C Provide a tent for judging the event. Notify the Park Manager or Designee (GMS/MW II) of the location, at least 2 days in advance, to ensure no damage to water, electric or phone lines.

17.D Provide a booth in the registration area to collect on-site registration fees.

17.E Provide an serving area to serve lunch to participants.

17.F Ensure that all effort will be made, and advertised, to strongly encourage live release of all fish caught as soon as they are weighed for the competition. No other animal exhibits desired or permitted.

17.G Provide Broward County with an accurate count of participants, and an estimate of total attendance by 06-07-03.

17.H Assist the county in ensuring the participants comply with park rules and regulations.

17.I Ensure that participants are aware that the park's admission fees will be in effect; \$1.00 per person age 6 and up, children age 5 and under are free.

17.J

Non-Profit Organization: Town of Davie
 Name of Event: 20th Annual Take-A-Kid Fishing Rodeo Event Date(s) June 7, 2003

Section 18: Broward County Parks and Recreation Division Responsibilities

- 18.A** Allow the use of the lake, not including the mitigation area, for this event. The dock shall not be used by the participants. This event area shall be co-sponsored by the county, and the standard event fee (\$500.00) will be sponsored by the county.
- 18.B** Allow the town to set-up a 20' X 20' tent for the judging of the competition, providing they advise the manager of the intended location at least two days prior to the event; Allow the town to place a registration booth in the event area; Allow the town to park a show van to be used as a stage for awards ceremonies and announcements.
- 18.C** Allow participants to park along the roadway, as long as no vehicle extends to within 1 foot of the roadway or onto the roadway, for the safety of all drivers, and pedestrians.
- 18.D** Allow the town to set up a serving area (concession stand) for the purpose of providing lunch to the participants. The standard concession fee(\$300.00) shall be sponsored by the county.
- 18.E** Allow the town to block off the entrance and exit to the Marina parking area for the safety of the participants.
- 18.F** Will provide 12 trash cans in the area of the event, and provide for the removal of the trash deposited in the cans. Will provide 8 picnic tables in the area of the event, near the serving area.
- 18.G** Mow the areas for the tent, booth, and concession stand.
- 18.H** Allow the distribution of flyers for this event, and will display flyers in public racks at the park, and will distribute flyers, if requested, at the admission gate on the weekends preceding the event
- 18.I** Allow Bonnie Stafji (and/or designated staff) to be on-site supervisor for this event for the Town of Davie.

Non-Profit Organization: Town of DavieName of Event: 20th Annual Take-A-Kid Fishing RodeoEvent Date(s) June 7, 2003**Section 19: Signature of Approval**

The following acknowledge and agreed to the language contained in the preceding 18 Sections of this Specific Use Permit Addendum:

For: Non-Profit
Organization

For: Broward County Parks
and Recreation Division

Town of Davie

[Print name of Non-Profit]

Bob Harbin, Director
or Division Designee

By: _____
[signature]

Date: _____

[print name]_____
[print title]

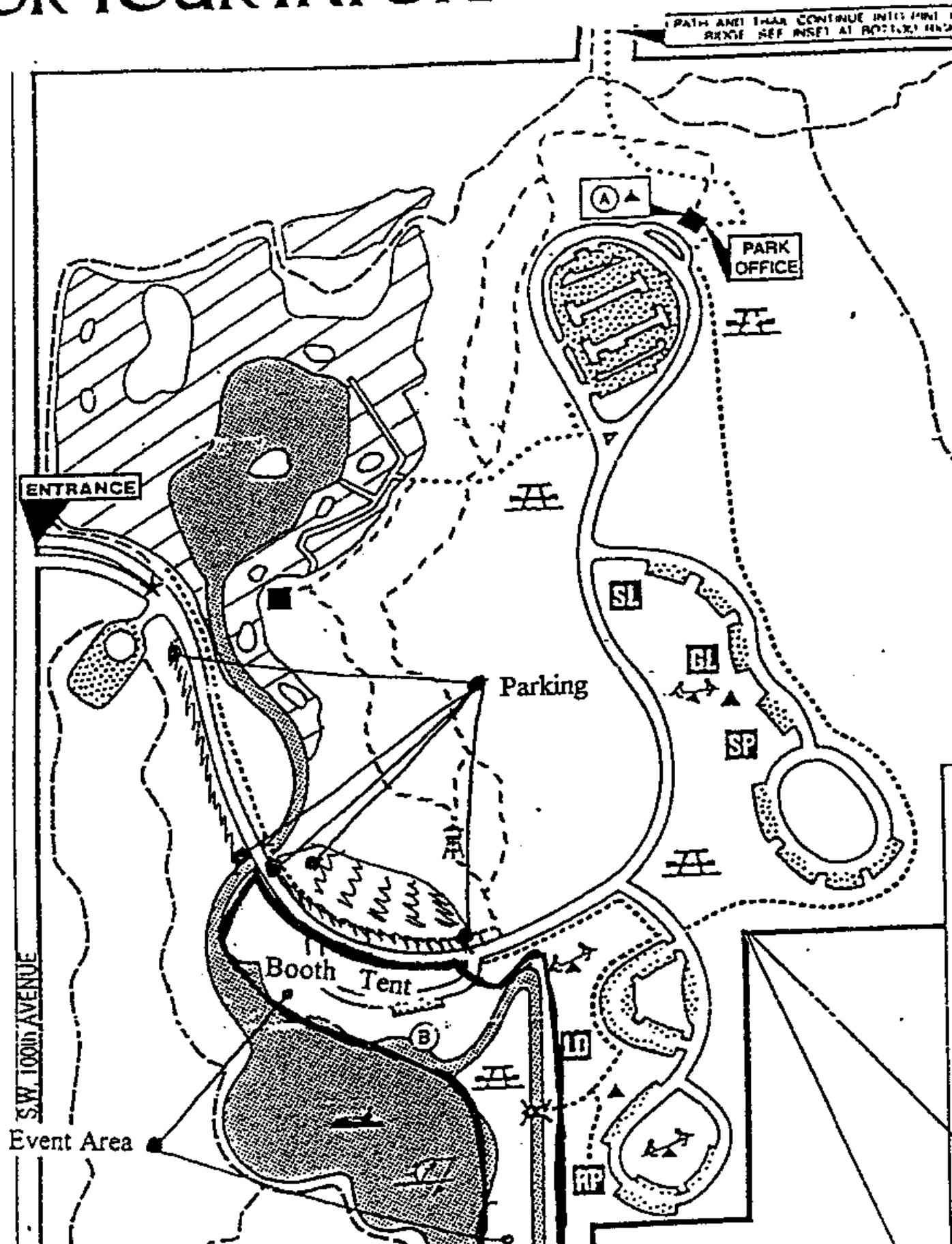
Bob Harbin, Director
By: Joanne Larson
Superintendent

By: _____
[signature]

Date: 3/3/03

[print designee name]_____
[print designee title]

OR YOUR INFORMATION*



Linda:

Per our conversation; once again, the Town would like to host the 20th Annual Take A Kid Fishing at Tree Tops Park. We request the use of the boat house lake and surrounding grounds. We will need access into the park for set-up at 6:30 a.m. The Town has a certificate of insurance for all events on file with Broward County Parks.

Please prepare our standard agreement and get to me by May 1 in order to get on council agenda.

For more information, contact Bonnie Stafiej, Special Events Director, at 797-1163.

**THE 20TH ANNUAL
TAKE-A-KID FISHING RODEO**

WHEN: Saturday, June 7, 2003
WHERE: Tree Tops County Park
3900 S.W. 100th Ave., Davie, FL
REGISTRATION: Starts at 7:30 A.M.
FISHING TIME: 9:00 AM til 11:00 AM
FISHING FEE: \$7.00 and includes;
LUNCH: hot dog and a cold drink.
BAIT: red live worms : one container per fisher (first 200)
You may bring your own live worms with you. We will have extra worms for sale at the event.

Hats: Hats will be given to the first 250 kids to register. Have your child wear this hat while fishing in this tournament.

PARKING ENTRY: \$1.00 per person (ages 6 and older)
AGES: 5 & under, 6-8 years, and 9-12 years of age.
ALL AGES MUST BE ACCOMPANIED BY AN ADULT PRIZES: PRIZES WILL BE AWARDED IN ALL AGE GROUPS FOR LENGTH OF FISH, NOT WEIGHT

If you have any questions, contact Bonnie Stafiej, Special Events Director, at 797-1163.

Board of County Commissioners, Broward County, Florida
Community Services Department
PARKS AND RECREATION DIVISION

Permit # **4272**

SPECIFIC USE PERMIT

DISTRICT (circle one) NO CN SE **(SW)** EVENT NAME 20th Annual Take-A-Kid Fishing Rodeo
PARK Tree Tops Park EVENT DATE(S) Saturday, June 7th, 2003

Agreement between **Broward County Parks and Recreation Division** as Co-Sponsor/Host Agency and Organization

Permittee (Nonprofit): Town of Davie

Address: 6591 S.W. 45th Street

City: Davie

State: Florida

Zip: 33314-3399

Telephone: (954) 797-1163

Fax: (954) 797-2061

Representative: Thomas Truex

Title: Mayor

Description of Special Event: Fishing Tournament, prizes and lunch for youth with adult

Date(s) of Special Event: Saturday, June 7th, 2003

Hours of Activities: 6:30 am to 1 pm

Anticipated Attendance 700 to 800

Security Deposit \$: Not required

Special Use Permit Terms and Conditions (attachments)

<u>3</u>	Special Event Site Plan
<u>1 & 2</u>	Special Event Activities Plan
<u>on file</u>	Certificate(s) of Insurance (include Broward County as Additional Insured)
<u>1 & 2</u>	Special Event Accessibility Site Plan
<u>1 & 2</u>	Schedule of Special Event Fees and Payments
<u>Normal road & path</u>	Emergency Vehicle Access Plan
<u>N/A</u>	Animal Exhibit Site Plan
<u>Yes</u>	Verification of State-Registered Nonprofit Status
<u>N/A</u>	Subcontractor Agreement(s)

Permittee Insurance Requirements (Risk Management approval by on file per M. Meister date _____)

TYPE	LIMITS
- Comprehensive General Liability Policy	\$ _____
- Vendor Policy	\$ _____
- Special Event Policy	\$ _____
- Other (specify) _____	\$ _____

RELEASE AND WAIVER OF LIABILITY

TO BROWARD COUNTY: In consideration of the opportunity afforded Permittee to use park premises for the special event activities described herein, Permittee named herein does freely agree to make the following contractual representations and agreements.

Permittee agrees to indemnify, defend, and hold harmless Broward County, its officers, agents, employees, and volunteers from and against all claims, suits, actions, damages, liabilities, or expenditures of any kind arising out of or occurring during the special event activities of Permittee and resulting or accruing from any error, omission, conduct, or negligent act of the Permittee, resulting in or relating to any damage or injury to person or property arising from the use of the park premises or improvements thereto. Further, Permittee hereby knowingly, freely, and voluntarily assumes all risk and liability for any damage or injury that may occur as a result of the use of the park premise and agree to **release, waive, discharge, and covenant not to sue Broward County**, its officers, agents, employees, and volunteers from any and all liability or claims that may be sustained by the Permittee or a third party directly or indirectly in connection with, or arising out of, the Permittee's use of the park premises, **whether cause in whole or in part by the negligence of Broward County or otherwise.**

By signing, Permittee agrees to have read the reverse side of the Specific Use Permit, the above provision, and fully understands the terms, and understands that the Permittee has given up substantial rights by signing the Specific Use Permit and has signed it freely without any inducement or assurance of any nature and intends it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agrees that if any portion of this Specific Use Permit is held to be invalid, the balance notwithstanding shall continue in full force and effect.